

**Distributed via Fairbanks email**

To SHARS Financial Contacts eligible for 2016 SHARS Cost Report

January 24, 2017

## **School Health and Related Services (SHARS)**

### **REMINDER: 2016 SHARS Cost Report Training Requirement**

#### Annual Training Opportunity

The second SHARS Cost Report Training session for **federal fiscal year 2016** (October 01, 2015 to September 30, 2016) will take place on January 31, 2017. Attending this training session will meet the mandatory training requirement for federal fiscal year 2016 for SHARS financial contacts that have not already met the training requirement by completing a 2015 SHARS Cost Report Training session.

Health and Human Services Commission (HHSC) recommends that each independent school district (ISD) have no less than two trained SHARS contacts each so as to guard against problems that could occur due to employee turnover. Access within the State of Texas Automated Information Reporting System (STAIRS) is limited to view only until all training requirements have been met.

**IMPORTANT:** ISDs need to be aware that until such time that a SHARS Financial Contact attends the required training, they will be unable to complete and submit a SHARS cost report for federal fiscal year 2016.

Please note SHARS Overview trainings may be presented at other related training sessions. However, the SHARS Overview and Random Moment Time Study (RMTS) trainings do not meet the SHARS cost report training requirement. Cost report training is provided at no charge by the HHSC Rate Analysis Department. Refer to the following link for information regarding the training schedule, registration and materials:

<http://legacy-hhsc.hhsc.state.tx.us/rad/acute-care/shars/shars-2016-training.shtml>

If you have any questions, please contact the SHARS Rate Analyst at [RA\\_SHARS@hhsc.state.tx.us](mailto:RA_SHARS@hhsc.state.tx.us) or at (512) 730-7400.